



V.J. ST. PIERRE, JR.
PARISH PRESIDENT

ST. CHARLES PARISH

GENERAL GOVERNMENT BUILDINGS

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057
(985) 783-5027 • FAX (985) 783-5012

PHILIP DUFRENE
FACILITIES MANAGER

TO: V.J. St. Pierre, Jr., Parish President

FROM: Phil Dufrene, Facilities Manager

SUBJECT: 2014 Annual Report

General Government Buildings has successfully completed (1672) work orders for the year of 2014, at (47) different facilities. In addition to the work orders; the department cuts and grooms approximately 36 acres of grounds weekly at (24) of those (47) different facilities. Also, the department has successfully accomplished (13) special projects listed below:

- * Beautification of the Courthouse front lawn (shrubs, plants, mulch, and grass)
- * Courthouse Parking Lot (pressure washed & re-stripped entire parking lot)
- * Courthouse New Parish Key Control on 1st & 2nd floors
- * Courthouse New Public Entrance Atrium
- * Courthouse New Employee Access controls at doorways
- * Courthouse New Courthouse Security offices located in old EOC
- * Courthouse Commenced 3rd floor renovations
- * Taken over new EOC building & grounds maintenance
- * Taken over Community Center building maintenance
- * Technology Dept. (assisted in the installation of new communication wires in all depts.)
- * Courthouse Records Retention Center (added storage shelving & partition walls as needed)
- * Hurricane Season (on standby to assist all departments through hurricane season)
- * Courthouse Government Building (assist the parish in any emergency situations)

General Government Building will continue to minimize down time for all departments, and be very diligent with the department's budget.

Cc: Bobby Donaldson, Chief Operations Officer

2014 ANNUAL REPORT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
911 CENTER *	12	9	6	6	6	7	8	9	8	7	5	7	90
ANIMAL SHELTER *	3	5	2	3	3	3	2	1	2	1	3	2	30
ANNEX *	1	0	0	1	0	0	0	0	1	0	1	2	6
ASSESSORS OFFICE	5	1	1	0	2	2	0	1	0	0	1	1	14
CLERK OF COURT	4	4	2	5	7	4	4	2	6	5	2	4	49
COMMUNITY SERVICE *	2	2	3	1	2	1	0	3	2	2	2	1	21
CONTRACT MONITOR	0	1	0	0	0	0	0	0	0	0	0	0	1
CORONER'S OFFICE *	1	0	0	0	0	0	0	0	0	0	0	0	1
COMMUNITY CENTER	0	1	2	5	3	3	5	4	5	6	5	5	44
COUNCIL SECRETARY	2	3	10	2	3	5	3	2	1	5	5	3	44
COUNTY AGENT	2	2	1	2	2	4	1	1	1	1	1	1	19
COURTHOUSE *	57	34	36	52	40	57	64	52	58	59	49	29	587
DISTRICT ATTORN RENT B *	0	0	0	0	0	0	0	0	0	0	0	0	0
DISTRICT ATTORNEY	1	1	0	1	0	3	3	1	2	6	1	2	21
DRIVERS LICENSE*	2	1	0	2	1	2	2	1	2	1	1	3	18
E O C + (NEW SITE)*	13	16	11	16	11	7	13	15	13	14	10	10	149
ECONOMIC DEVELOP *	1	1	1	3	1	3	1	2	2	2	4	2	23
ENVIRONMENTAL HEALTH	0	0	0	0	0	0	0	0	0	0	0	0	0
FILE RETENTION CENTER *	6	4	4	5	1	5	5	4	1	4	1	3	43
FINANCE, GRANTS DEPT.	0	0	1	1	7	2	1	3	1	3	3	2	24
HEALTH UNIT	1	1	1	1	1	1	0	1	1	1	1	1	11
HOMELAND SECURITY *	0	0	0	0	0	0	0	0	0	0	0	0	0
INFORMATION TECH	1	0	0	1	0	0	0	0	0	0	0	0	2
JUDGES	5	12	5	11	3	6	6	5	12	18	5	4	92
LEGAL DEPT *	0	0	1	0	1	0	0	0	0	0	0	0	2
PARISH PRES	9	10	5	8	11	5	10	4	6	3	2	4	77
PERSONEL DEPT	3	1	0	0	0	0	0	0	0	0	1	1	6
PLANNING & ZONING *	4	3	2	6	2	1	2	2	3	7	5	1	38
PUBLIC INFORMATION	0	0	1	0	1	0	0	1	0	1	0	1	5
PUBLIC WORKS OFFIC EB *	1	1	1	2	1	1	0	4	2	0	1	3	17
PUBLIC WORKS DEPT WB	3	1	1	1	1	0	1	1	0	0	1	1	11
PURCHASING DEPT	2	1	0	0	2	2	0	3	0	6	0	0	16
R S V P	0	0	0	0	0	0	0	0	0	0	0	0	0
RECREATION DEPT	1	0	0	2	0	1	0	0	0	0	0	0	4
RED CROSS *	0	0	0	0	1	0	0	0	0	0	0	0	1
REGISTRAR OF VOTERS	0	0	3	1	0	0	0	0	0	0	0	1	5
RISK MANAGEMENT	0	1	0	0	0	0	0	0	0	0	0	0	1
SHERIFF 2ND DIST *	8	5	6	6	5	4	5	5	7	4	5	4	64
SHERIFF 3RD DIST *	1	0	1	1	1	1	0	1	7	0	1	1	15
SHERIFF 3RD FLOOR	10	3	2	4	8	3	4	0	1	6	7	2	50
SHERIFF TAX OFFICE	1	4	2	1	3	2	0	4	1	1	0	2	21
ST ROSE COMMUNITY *	1	2	3	1	6	7	0	0	1	0	1	1	23
TOURIST CENTER	1	1	1	0	1	1	1	0	0	0	0	0	6
VETERANS OFFICE	0	0	0	0	0	0	0	0	0	0	0	1	1
W I A	1	2	1	1	1	1	1	2	3	1	1	3	18
WASTE WATER	0	0	0	1	0	0	0	0	0	0	0	1	2
TOTAL:	165	133	116	153	138	144	142	134	149	164	125	109	1672

1. COURTHOUSE	BUILDING & YARD MAINTENANCE
A. ASSESSORS OFFICE	
B. CLERK OF COURT	
C. COUNCIL SECRETARY	
D. DISTRICT ATTORNEY	
E. VETERANS OFFICE	
F. E. O. C.	
G. FINANCE DEPT.	
H. 3- JUDGES	
I. PARISH PRESIDENT	
J. PERSONNEL DEPT	
K. PUBLIC INFORMATION	
L. PURCHASING DEPT	
M. REGERSTRAR OF VOTERS	
N. SHERIFF TAX OFFICE	
O. SHERIFF DEPT. 3 RD FLOOR	
2. ANNEX	BUILDING & YARD MAINTENANCE
A. COMMUNITY SERVICE	BUILDING & YARD MAINTENANCE
B. COUNCIL AND AGING	YARD MAINTENANCE
3. ANIMAL SHELTER	BUILDING & YARD MAINTENANCE
4. CORNORS OFFICE E/B	BUILDING & YARD MAINTENANCE
5. COUNTY AGENT	BUILDING MAINTENANCE
6. ECONOMIC DEVELOP.	BUILDING & YARD MAINTENANCE
LEGAL DEPT	BUILDING & YARD MAINTENANCE
7. A. HEALTH UNIT	BUILDING MAINTENANCE
B. ENVIROMENTAL HEALTH	
8. OLD DRAINEDGE OFFICE	BUILDING MAINTENANCE
A. RED CROSS	BUILDING MAINTENANCE
9. PLANING & ZONING	BUILDING & YARD MAINTENANCE
10. PUBLIC WORKS DEPT WB	BUILDING MAINTENANCE
11. COMMUNITY CENTER	BUILDING MAINTENANCE
A. R.S.V.P.	BUILDING MAINTENANCE
B. RECREATION DEPT	BUILDING MAINTENANCE
12. SHERIFF 2ND DISTRICT	BUILDING & YARD MAINTENANCE
13. SHERIFF 3RD DISTRICT	BUILDING & YARD MAINTENANCE
14. ST. ROSE COMMUNITY	BUILDING & YARD MAINTENANCE
15. TOURIST CENTER	BUILDING MAINTENANCE
16. WASTE WATER	BUILDING MAINTENANCE
17. W I A	BUILDING MAINTENANCE
18. 911 CENTER	BUILDING & YARD MAINTENANCE
19. D. A. RENTED BUILDING	BUILDING & YARD MAINTENANCE
20. HOMELAND SERCURITY	BUILDING & YARD MAINTENANCE
21. INFORMATION TECH	BUILDING MAINTENANCE
A. RISK MANAGEMENT	
22. PUBLIC WORKS EB (NEW)	BUILDING & YARD MAINTENANCE
A. CONTRACT MONITOR	BUILDING & YARD MAINTENANCE
23. D. M. V. (DRIVERS LIC.)	BUILDING & YARD MAINTENANCE
24. FILE RETENTION CENTER	BUILDING & YARD MAINTENANCE
25. E.O.C. NEW SITE	BUILDING & YARD MAINTENANCE